

2006-2007 Missouri SkillsUSA Calendar of Events

July 24-27, 2006	Missouri ACTE	Springfield, MO
July 30- Aug 4, 2006	New Teacher Institute	CMSU, Warrensburg MO
August 4, 2006	State Officer at NTI	CMSU, Warrensburg MO
August 9-13, 2006	State Directors Conference	OK City, OK
September 15, 2006	Registration for Statewide Fall Leadership Deadline	SkillsUSA Missouri State Office, Jefferson City, MO
Sept 28 - 30, 2006	Fall Leadership Conference	Truman Hotel & Conference Center, Jefferson City MO
October 1, 2006	Mid-America Conference Registration Deadline	SkillsUSA Missouri State Office, Jefferson City, MO
October 18-22, 2006	Mid-America Conference	Columbus Nebraska
October 27, 2006	Executive Council Meeting	Truman Building, Jefferson City MO
November 1, 2006	District Fall Leadership's Start	
November 15, 2006	Membership Registration with additional benefits	SkillsUSA National Office, Leesburg VA
December 1, 2006	Advisor of the Year Nominations Deadline	SkillsUSA Missouri State Office, Jefferson City, MO
December 15, 2006	District Fall leadership's End	
January 15, 2007	T-Shirt & Trading Pin Contest Deadline	SkillsUSA Missouri State Office, Jefferson City, MO
January 15, 2007	District Contest Starts	
January 26, 2007	Executive Council Meeting	Truman Building, Jefferson City, MO
February 1, 2007	Membership Registration for Missouri Chapters	
March 1, 2007	State Officer Application	SkillsUSA Missouri State Office, Jefferson City, MO
March 3, 2007	District Contest Ends	
March 10, 2007	SkillsUSA Missouri Championship's Deadline	SkillsUSA Missouri State Office, Jefferson City MO
March 29-31, 2007	Missouri SkillsUSA Championship's	Linn State Technical College, Linn MO
April 20, 2007	Registration Deadline for SkillsUSA National Championship's	SkillsUSA Missouri State Office, Jefferson City, MO
May 4-5, 2007	SkillsUSA Missouri State Officer Retreat	Truman Hotel & Conference Center, Jefferson City, MO
June 1, 2007	Payment Deadline for SkillsUSA National Championship's	SkillsUSA Missouri State Office, Jefferson City, MO
June 22-25, 2007	State Officer Training 101	Downtown Marriott, Kansas City, MO
June 25-30, 2007	SkillsUSA National Championship's	Downtown Marriott, Kansas City, MO
July 23-26, 2007	Missouri ACTE	Springfield, MO
July 29-Aug 3, 2007	New Teacher Institute	CMSU Warrensburg, MO

BASIC INFORMATION

For the

SKILLSUSA LEADER

PURPOSE AND PHILOSOPHY

SkillsUSA is a national organization serving high school and college students and instructors who are enrolled in training programs in technical, skilled, and service occupations, including health occupations. It consists of two major divisions: one serving students enrolled in high school occupational programs and the other serving students at the postsecondary level. Each division operates at the local, state and national level. Students form classroom or school chapters with the assistance of their teacher or advisor. Chapter activities are an essential and integral part of the student's professional development. SkillsUSA believes that every student should enter the labor market with salable job skills, a positive attitude, and qualities of character, citizenship and trade ethics. In addition, they will gain a general understanding of the system of free enterprise in which they will spend their entire working life. SkillsUSA bases its mission on the premise that the skilled technician must have **more** than just technical and occupational skills.

HOW SKILLSUSA DEVELOPS STUDENTS

SkillsUSA uses three methods to help students with personal development. These are applied leadership training, Professional Development Program (PDP) and competition.

Leadership Training...in such vital areas as public speaking, parliamentary procedure, group dynamics and cooperation with others is an essential part of the SkillsUSA program. In addition, the SkillsUSA member has the opportunity to take part in local, district, state and national leadership conferences that offer the opportunity to practice learned skills. SkillsUSA believes students should provide leadership in activities that affect their work, community, school and nation.

Professional Development Program...The *SkillsUSA Professional Development Program* (PDP) guides students through more than 80 employability skills lessons that are covered in seven levels of the program. Skills lessons include self-assessments of communications skills, ethics, conflict resolution, government awareness, time management skills, career research, and more. Use of the curriculum encourages local business involvement in the training of tomorrow's entry-level workers. The curriculum's strength lies in its flexibility. It can be used as an individual self-development course or for group instruction. It can be integrated into the existing curriculum or used as a separate course of study.

Students who complete levels 1-4 can go on to levels 5-6, the American SkillsUSA Degree and the International SkillsUSA Degree. SkillsUSA knowledge is integrated throughout the program on his or her organization. PDP gives instructors a practical vehicle for integrating employment skills into the vocational or technical program. Students are recognized for individual achievement as they develop professional and occupational skills. PDP also opens doors to the involvement of local employers in student development and evaluation.

Competition... SkillsUSA members compete in occupational and leadership contests at local, state and national levels. The SkillsUSA Championships is a program that gives SkillsUSA members recognition as young workers, develops pride in their occupation, and confidence. Contest winners receive gold, silver and bronze medallions. Under SkillsUSA'S leadership, the United States has been admitted as a participating nation in the World Skills Competition. This means that some selected winners from the SkillsUSA Championships will be competing, as well as exchanging ideas with young skilled workers from many nations throughout the world. International competition offers us many opportunities to learn from each other as individuals. SkillsUSA provides contestants in several international skill events normally held in Europe or Asia.

SKILLSUSA: AN INTEGRAL PART OF CLASSROOM INSTRUCTION AND INDUSTRY INVOLVEMENT

An essential component in career and technical education is the link that must exist between the training program and industry. Unless we communicate with those who will employ our students, our programs will run the risk of being irrelevant and obsolete. Where there are SkillsUSA Chapters, relationships with industry must exist if career and technical programs are to succeed. During the over thirty years of SkillsUSA'S existence, industry has become more involved in the training programs of career and technical education. In many industries throughout the United States, commitments are being made to request graduates that have SkillsUSA leadership and personal development as part of their programs.

SkillsUSA is a curriculum for use in the classroom and laboratory by the occupational instructor. It is a tool that, if used properly, will motivate students, improve their enthusiasm for learning and give them a better understanding of the inter-workings of industry, labor and management. SkillsUSA activities serve as a window for career and technical education and improves the self-image of the participating students by giving them wholesome and distinctive identities. We live in a complex industrial society with ever-increasing pressure, and an instructor should be concerned with the total development of the student. SkillsUSA offers an essential dimension in technical, skilled, and service occupations programs, including health occupations.

As has been said many times, there is a gap between technology and people. Our ever-increasing technological knowledge tends to make many of our students feel less confident in their abilities. Where there are active SkillsUSA programs, we show success in countering this feeling by helping the student develop a broad range of skills. These include academic, leadership, and employability skills in addition to technical and occupational skills. This package of skills develops the confidence students need to succeed in the global workplaces of the future. Success in their first job will lead to a career for a lifetime

Missouri SkillsUSA Executive Council

The Missouri SkillsUSA Executive Council is the governing body of the State Association's Program. This body is empowered to perform the following duties:

1. chartering local affiliated chapters,
2. authorize voting procedures on SkillsUSA matters,
3. call special meetings,
4. review amendments to the Bylaws, and
5. adopt rules, regulations and policies deemed necessary for the proper conduct of Missouri SkillsUSA Programs.

The voting members of the Missouri SkillsUSA State Executive Council are the Secondary and Postsecondary State Student Officers, the District Student Presidents (or next highest-ranking officer) and the Senior District Advisors. Serving as ex-officio members of the council are the Junior District Advisors, one representative from Missouri Council for Vocational Administrators, one representative from Missouri Trade and Technical Association, two representatives from Missouri Association of Health Occupations Educators and one from the Missouri Skills Alumni. . Each organization is responsible for appointing their representatives.

The duties of the SkillsUSA Executive Council Members are to be in attendance at the Executive Council meeting. Usually two meetings are held each year to discuss the business of the Missouri SkillsUSA Association Programs. The meetings are held on Friday the last week of October and January. The District Advisor should also attempt to bring with him/her any students members of the Executive Council

CONSTITUTION And BYLAWS OF SKILLSUSA MISSOURI

REVISED October, 2006

ARTICLE I - NAME

The official name of this organization shall be Missouri SkillsUSA.

ARTICLE II - PURPOSES

The object of this Association is

- A. To unite in a common bond without regard to race, sex, religion, creed, disability, or national origin full time students enrolled in classes with vocational trade, technical, health occupations, and industrial objectives;
- B. To provide leadership for the local chapters;
- C. To provide recognition and prestige through an association of local chapters;
- D. To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities;
- E. To foster a deep respect for the DIGNITY OF WORK;
- F. To assist students in establishing realistic vocational goals;
- G. To help students attain a purposeful life;
- H. To create enthusiasm for learning;
- I. To promote high standards in trade ethics, workmanship, scholarship, and safety;
- J. To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of the democratic process;
- K. To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence;
- L. To emphasize the importance of continuous education consistent to the needs of the individual and the requirements of his or her chosen occupation.

ARTICLE III - MEMBERSHIP

SECTION 1. Missouri SkillsUSA is an association of local chapters organized in the State of Missouri and operating in accordance with a charter granted by SkillsUSA, Inc.

SECTION 2. Membership of Missouri SkillsUSA shall consist of eligible members of the chartered local chapters and members shall hold the same membership status in their respective local chapter.

SECTION 3. A local chapter must have at least ten members or 100% of the vocational class, if there are less than ten students eligible for membership. Members of the State Association must be members of the national organization to qualify for a charter.

SECTION 4. Each local chapter and state association shall be open for membership to all students regardless of race, sex, religion, creed, disability, or national origin.

SECTION 5. Membership classes recognized by Missouri SkillsUSA are:

Active Membership: Students enrolled in a coherent sequence of courses or career major that prepares them for further education and/or employment related to technology, the health industry, trades or industry and who are earning credit toward a high school diploma/certificate or its equivalent.

Professional Membership: Persons associated with or participating in the professional development of Missouri SkillsUSA as approved by the policies of the State Association. Such members shall include classroom teachers, teachers aides, counselors, teacher educators, supervisors or other professional or paraprofessional staff. Professional members will pay dues as established by SkillsUSA, Inc., but will be ineligible to hold office or vote.

Associate Membership: Cooperative employers and/or training station sponsors, advisory council members, students, and lay persons associated with and contributing to the improvement and development of the organization and vocational trade, industrial, technical and health occupations education. They are not eligible to hold office or vote.

Alumni Membership: Individuals who were former VICA , SkillsUSA–VICA or SkillsUSA members who have graduated and are no longer eligible for membership in secondary or post secondary divisions. They are not eligible to hold office or vote in the student divisions.

Honorary Life Membership: Individuals who have contributed in an outstanding manner to the field of industrial, technical, or health occupations education to the local SkillsUSA chapter, District or State Association may be selected as honorary life members by the Executive Council in accordance with the approved membership policy.

SECTION 6. A membership year shall be from September 1 through August 31, inclusive.

SECTION 7. Dues shall be \$11.00 per membership year and shall be payable by February 1st to the National Association. The National Office will return \$3.00 of the dues per member to the State Association where \$2.50 shall be set aside for state operation and \$.50 shall be set aside for district operation.

SECTION 8. The State Treasurer shall report on or before March 1 of each school year as to which chapters have paid their membership dues or conference fees in full. These chapters shall be designated as chapters in good standing.

ARTICLE IV - OFFICERS

SECTION 1. The student officers of Missouri SkillsUSA shall be the president, vice president, secretary, treasurer, reporter, parliamentarian, and historian. A state student officer must maintain membership in good standing with the national and state levels of SkillsUSA with dues paid through their local chapter.

SECTION 2. A candidate for State Office shall comply with all of the following minimum requirements:

- a) Maintain active membership status:
- b) Submit endorsements of Local Chapter and School Administration:
- c) Have at least one school year remaining in a Preparatory Vocational Program:
- d) Complete Level One and Two of the Professional Development Program and participated at the district level as either an Officer Candidate or Leadership Contestant.

SECTION 3. Each year the officers for the following membership year shall be selected at the State Leadership and Skills Conference. Officer Candidates shall be nominated according to adopted policies. They shall be elected by an electoral committee that is composed of the newly elected District Officers that were elected at their latest respective District Leadership Conference prior to the State Leadership Conference and Voting Delegates from local SkillsUSA chapters as identified in Article V, Section 4. (Newly elected District Officers are not considered to be a part of the body known as Voting Delegates, as identified in Article V, Section 4.) Each member of the electoral committee shall have seven (7) votes, casting a single vote per qualified candidate. A member of the electoral committee may cast less than seven (7) votes if he or she feels that there are less than seven (7) qualified candidates on the final ballot.

SECTION 4. The newly elected State Officers shall be comprised of those seven (7) candidates receiving the most electoral committee votes at the Missouri State Leadership Conference. The newly elected Secondary State Officers shall determine who fulfills which office after the Missouri State Officer Training and prior to the beginning of the school term.

SECTION 5. In the event a state officer resigns his or her office during the membership year, replacement of that officer shall be by the following method: The state officer candidate designated, as the first runner-up at the state election shall be offered the position. If that candidate declines, then the next highest-ranking officer runner-up candidate at the state election shall be offered the position, then the next highest-ranking officer runner-up candidate and so on until the position is accepted. If, however, the President resigns his or her position, the State Vice President shall assume the office and the Vice President shall be replaced according to the above method.

SECTION 6. In the event a full slate of officers is not elected at the State Leadership and Skills Conference the remaining officers will be elected by the Missouri SkillsUSA Executive Council at the fall meeting. The application for office must be filed before October 15th.

ARTICLE V - MEETINGS

SECTION 1. A State Leadership and Skills Conference shall be held each year and this shall serve as the official annual meeting of Missouri SkillsUSA.

SECTION 2. The State Executive Council shall be empowered to call special meetings.

SECTION 3. The SkillsUSA member shall exercise his or her franchise through voting delegates at state and national meetings or through voting by mail when, if, and as authorized by the Executive Council on Missouri SkillsUSA matters.

SECTION 4. Each local chapter shall have voting delegates based on membership at the time of the State Conference, determined by the following scale: Secondary shall have two (2) voting delegates for the first 100 members and one additional voting delegate for each 100 additional members or fraction of. Postsecondary shall have one voting delegate for the first 20 members and one additional voting delegate for each 20 members or fraction of.

SECTION 5. The number of delegates to national meetings shall be determined by directives of the national organization. Missouri delegates shall be the state officers beginning with the president and continuing in the order as listed in Article IV,
Section 1. Alternatives to replace a higher ranking officer shall be the next officer in the same order.

ARTICLE VI - EXECUTIVE COUNCIL

SECTION 1. The administration of Missouri SkillsUSA shall be vested in the Executive Council. This council shall be composed of the seven secondary state officers, seven post secondary state officers, and the president or next ranking officer from each of the nine districts,) and the Senior District Advisors. Serving as ex-officio members of the council are the Junior District Advisors, one representative from Missouri Council for Vocational Administrators, one representative from Missouri Trade and Technical Association, two representatives from Missouri Association of Health Occupations Educators. Each organization is responsible for appointing their representatives.

SECTION 2. The Executive Council shall meet in November and in January and other such times as deemed necessary to conduct the activities of the organization.

SECTION 3. Charters shall be issued to local chapters by the Missouri SkillsUSA Executive Council.

SECTION 4. A state advisory council composed of leaders from education, business and labor unions shall be appointed by the state program supervisor to provide counsel, advice and assistance to the State Association in carrying out its functions. Equal representation shall be given to business and labor.

ARTICLE VII - DISTRICTS

SECTION 3. Missouri SkillsUSA shall be divided into nine districts with district lines having consideration for population distribution and geography.

Each district shall have its own bylaws, which shall not be in conflict with either the State or National Articles of Incorporation, Constitutions and bylaws.

Each district shall have a full set of student officers. These officers shall be elected at the District Leadership and Skills Conference and in accordance with the district bylaws. The district bylaws shall state that an officer, when elected, shall have at least one full year remaining within a vocational program prior to graduation.

Each district shall have a senior district advisor and a junior district advisor, each of who shall be a Professional Member in one of the school chapters in the district. The junior advisor shall be elected at the Summer Professional Educators' Conference, or at a district advisors meeting, by the chapter advisors in the district, to serve one year as junior advisor and advance to the senior advisor position to serve one year. If the junior advisor is unable to advance to the senior advisor position, a senior advisor will also be elected at the Summer Professional Educators' Conference, or at a district advisors meeting, by the chapter advisors in the district. The past senior advisor may assume the position.

ARTICLE VIII - COMMITTEES

SECTION 1. Committees, standing or special, as deemed necessary by the Executive Council shall be appointed by the president to carry on the work of the organization. The presidents shall be an ex officio member of all committees.

SECTION 2. The accounts of the State Treasury shall be audited each year by an auditing committee appointed by the Presidents.

ARTICLE IX PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order which may be adopted.

ARTICLE X - EMBLEMS AND COLORS

The emblem of the Missouri SkillsUSA and its colors shall be the same as those adopted by the national organization of SkillsUSA.

ARTICLE XI - AMENDMENTS

SECTION 1. These bylaws may be amended by a two-thirds affirmative vote of the voting delegates present at the State Leadership Conference or at a special meeting called by the State Executive Council for this purpose. All proposed amendments shall be presented in the following manner:

- A proposed amendment must be submitted in writing to the State SkillsUSA Director no less than 60 days prior to the State Leadership Conference or special meeting.
- The proposed amendment shall be reviewed by the State Executive Council.
- The proposed amendment shall be made known to each local chapter no less than 30 days prior to the State Leadership Conference or special meeting.
- When a special meeting is called to consider a proposed amendment, the meeting shall be announced at the same time that the proposed amendment is submitted to the local chapter.

SECTION 2. Only such amendments shall be made as are in keeping with the object stated in Article II of these bylaws.

ARTICLE XII - RULES, REGULATIONS AND POLICIES

SECTION 1. Such rules, regulations and policies as are deemed necessary for proper conduct of this organization may be adopted by the Executive Council.

SECTION 2. No rules, regulations or by-laws shall be adopted which are in conflict with these bylaws.

ARTICLE XIII – AWARDS

SECTION 1. A graduation cord of Blue, Gold and White twisted together may be wore at Graduation Ceremonies for the students who meet the local school criteria for student activities.



Membership Eligibility

The purpose of SkillsUSA Missouri is to ensure that participating students are provided a positive educational experience and are adequately prepared to meet the challenges of their future. Through extra effort and determination, the students participating in SkillsUSA Missouri events can motivate themselves to develop more skills than would otherwise be expected. Those extra skills can provide them with a higher quality of experience throughout their lifetime.

1. The student must meet the eligibility requirements of the local school district for participation in intra- and extra-curricular activities.
2. The student must be an active member of the local, state, and national organization with dues paid and roster postmarked by February 1st.
3. Students must be enrolled full time in a DESE career education approved trade, industrial, health sciences or technology education/PLTW program at either the high school or college/postsecondary level. They must be earning credit toward a diploma/certificate or its equivalent.
4. The student must be willing to voluntarily comply with the SkillsUSA Missouri code of conduct and dress code as established by the SkillsUSA Missouri Executive Council.
5. To compete in some activities certain eligibility requirements will have to be met.

The official membership year starts September 1, each year.

Code of Conduct

All conferences, meetings, and activities.

The Missouri SkillsUSA activities are designed to be an educational function and all plans are made with that objective. The Conferences represent Missouri SkillsUSA's most significant meetings of the year. The National Association of Secondary School Principals and the National Association of State Supervisors of Trade and Industrial Education approve them as major educational activities.

Missouri SkillsUSA will adhere to the smoke-free and tobacco use policy for all meetings and conferences as established by the Missouri Department of Elementary and Secondary Education and will designate smoking areas.

Missouri SkillsUSA wants every person to have an enjoyable experience with every attention paid to safety and comfort. All participants will be expected to conduct themselves in a manner best representing the nation's greatest student organization. In order that everyone may receive the maximum benefits from their participation, the "Code of Conduct," as established by the Missouri SkillsUSA Executive Council, must be followed at all times.

Note that attendance is not mandatory. By voluntarily participating, you agree to follow the official conference rules and regulations or forfeit your personal rights to participate.

1. I will, at all times, respect all public and private property, including the hotel or motel in which I am housed.
2. I will spend each night in the room of the hotel or motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not remain in the sleeping room of the opposite sex unless the door is completely open at all times, unless the person is my legal spouse.
5. I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician.
If I am required to take medication, I will, at all times, have the orders of the physician on my person.
6. I will not leave the hotel or motel without the express permission of my local chapter advisor. Should I receive permission, I will leave a written notice of where I will be.
7. My conduct shall be exemplary at all times.
8. I will keep my local advisor or state SkillsUSA director informed of my whereabouts at all times.
9. I will, when required, wear my official identification badge.
10. I will respect official SkillsUSA attire and not smoke while wearing it.
11. I will attend, and be on time for, all general sessions and activities that I am assigned to and registered for.
12. I will adhere to the dress code at all required times.

Violations and Penalties

I agree that if, for any reason, I am in violation of any of the rules of the conference I am attending, I may be brought before the appropriate discipline committee for an analysis of the violation. I also agree to accept the penalty imposed on me. I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being immediately sent home at my own expense.

1. Violations of Items 1 through 6 of the "Code of Conduct" will be grounds for disqualification, immediate removal from office or competition and relinquishment of awards and recognition. In

addition, the violator will be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant's local school administrator and parents or guardians. The participant's entire voting delegation could be unseated due to the violation, and the candidates or competitors from the participant's local school and chapter could be disqualified as well.

2. Violations of Items 7 through 12 will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant's local school district administration and parents or guardians. Repeated violations of Items 7 through 12 may result in the participant being sent home at his/her own expense.

It is within the spirit of being a proud and meaningful member of SkillsUSA that I agree to these rules of conduct by signing my name to this document

Missouri SkillsUSA DRESS CODE

General Sessions and Professional Meetings on the district and state level are the “dress-up” occasions. Appropriate clothing includes: business-like attire, SkillsUSA official attire, or SkillsUSA official work clothing. Oxford-type or polo-type dress shirts with slacks are acceptable. The only T-shirt acceptable will be the Missouri SkillsUSA T-shirt provided at registration. Shoes must be clean and well kept with enclosed toes.

SkillsUSA Official Attire

Official Attire for Women: Official red blazer or jacket, black skirt or slacks with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer, black sheer or skin toned seamless hose and black dress shoes.

Official Attire for Men: Official red blazer or jacket, black trousers with white shirt, plain black tie with no pattern or official SkillsUSA black tie, black socks and black shoes.

Official work clothing for skills contest is the work uniform specified for their particular contest as described in the SkillsUSA Merchandise Catalog published by Midwest Trophy Manufacturing Company.

Leadership Contestant, district and state level

Contestants in Chapter Business Procedure, Customer Service, Community Service, Extemporaneous Speaking, Job Interview, Opening and Closing Ceremonies, SkillsUSA Quiz Bowl, Prepared Speech, and Students interviewed in Promotional Bulletin Board, Chapter Display and Scrapbooks, must be in SkillsUSA official attire. Contestants in Action Skills, Job Skills Demonstrations, Principles of Technology and Tech – Prep may have on their uniform instead of SkillsUSA official attire

Skills Contestants, district and state level

This consists of SkillsUSA official work clothing, or SkillsUSA T-shirt and clean, well kept pants, or proper work clothing for the occupation. Students in a skills contest should reserve their Missouri SkillsUSA T-shirt for these occasions: awards ceremony, general sessions, and pre-contest meetings. Proper work clothing for the occupation will allow T-shirts, other than the Missouri SkillsUSA T-shirt, to be worn during the competition (provided they are not otherwise prohibited).

Prohibited Dress, district and state level

The following is not considered Missouri SkillsUSA Official Attire: T-shirts or sweatshirts with liquor, tobacco, or inappropriate music advertisements; with suggestive or profane language or pictures, language or graphics or advocating illegal drug use, skulls, negative or belittling messages; torn or patched jeans, shorts or skirts shorter than appropriate for business attire.

SkillsUSA Professional Development Program Awards

Welcome to the SkillsUSA Professional Development Program (PDP). Involvement in SkillsUSA builds and reinforces self-confidence, positive attitudes toward work and communications skills. SkillsUSA helps students believe in themselves and in their abilities. It can open doors to exciting opportunities for you, your classmates and your community. It takes leadership, determination, pride and dignity to progress in the world of work. SkillsUSA provides the tools to help you succeed.

In the SkillsUSA-VICA Professional Development Program Awards there are six degrees that can be earned by the student. Each Degree builds upon the preceding Degree. The local SkillsUSA chapter presents the Trainee Degree (Level 1), Leader Degree (Level 2), Professional Degree (Level 3), and the Master Degree (Level 4). The State SkillsUSA Association awards the American Degree (Level 5) during the State Leadership and Skills Conference. The International Degree (Level 6) is awarded by the National SkillsUSA at the SkillsUSA National Leadership and Skills Conference.

The local instructor verifies the first four degrees. The requirements for the degrees are set up in the SkillsUSA-VICA Professional Development Program Student Workbook. Each award has a set of competencies that has to be completed.

The American Degree is the highest honor that can be bestowed upon members of SkillsUSA while they are still students. This award recognizes outstanding achievement by an individual in academic, career, technical and professional skill development. To earn the American Degree, a student must demonstrate academic, career, technical and professional development and pass a state test.

The American degree is the fifth level of achievement in the Professional Development Program, SkillsUSA Student Workbook. The student must complete an American Degree notebook that includes appropriate documentation and verification and a professional portfolio. The candidate must apply to the State Association by March 1. The American Degree will be awarded at the State SkillsUSA Championships by the State Association Director.

The International Degree is the highest individual honor earned by SkillsUSA members. The application, notebook (Level 6) and five copies of the professional paper must be sent to the State Association by April 1. The SkillsUSA office must have the materials by May 1. Applicants and the State Association will be notified by May 15th on the candidate's status. Successful applicants who complete all four steps will be awarded the International Degree by SkillsUSA at an appropriate award ceremony during the week of the National Leadership and Skills Conference.